




View Your Increment Date

Employees can view their increment date and other service dates by following this procedure.

Procedure:

1. Click the My Account  button.
2. Click the **View Profile**  hyperlink.
3. This is your worker profile. Click the Related Actions and Preview  icon next to your name.
4. Hover over Worker History and then click View Service Dates.
5. View your increment date on this screen.



Information: The Company Service Date field is your increment date. Increment dates will either be on January 1st or July 1st.

6. The System Task is complete.